

**Texas Parks and Wildlife Department  
4200 Smith School Road  
Austin, Texas 78744**

**ADDENDUM**

Addendum Number: 1 Dated: February 16, 2018

Solicitation Number: 802-18-41999

Solicitation Title: Graffiti Removal Services at Hueco Tanks State Park & Historic Site

Due Date/Deadline: March 1, 2018

Purchaser: Karen Williams, CTCD, CTCM

**PURPOSE OF ADDENDUM: REVISIONS**

Except as provided herein, all terms and conditions of the document referenced herein, remain unchanged and in full force and effect. The following are official revisions, additional specifications and/or clarifications to this RFP, which become part of the RFP document and may be considered in your response.

**REVISIONS**

**1. Section II – Proposal Requirements**

Replace the below Section 6.5 Step 2-Initial Evaluation in its *entirety* to read as follows:

**6.5 Step 2 – Initial Evaluation:** A TPWD evaluation committee will evaluate and score each response based on established criteria. Respondents shall not contact members of the evaluation team. Responses will be evaluated according to the respondent's ability to best satisfy TPWD requirements. Respondent's submission is evaluated and scored on a weighted system to determine the best value as follows:

<b>Evaluation Criteria</b>	<b>Weight</b>
Compensation and Fees	40%
Contractor has an understanding of scope of work, project approach, and work plan, <i>Exhibit B – Technical Proposal</i> .  Contractor has available the necessary qualified personnel, skills, qualifications, organization, facility, equipment and supplies required to fulfill all requirements, <i>Exhibit C – Company Profile and Exhibit D – Key Personnel</i>  Contractor demonstrates the ability and experience to complete scope of work, <i>Exhibit E - Past Projects with Corresponding References</i>	60%
Total	100%

**2. Exhibit D – Key Personnel**

Replace Exhibit D in its *entirety* with the attached form.

**3. Exhibit F – Response Submission Checklist**

Replace Exhibit F in its *entirety* with the attached form.

All else remains the same.

**Respondents are to acknowledge receipt of this Addendum. Return a signed copy of this notice with your response submission.**

**I acknowledge receipt of this addendum.**

\_\_\_\_\_  
Respondent Company Name

\_\_\_\_\_  
Respondent's Authorized Signature

\_\_\_\_\_  
Date

**EXHIBIT D – KEY PERSONNEL****Respondent Name:** \_\_\_\_\_

Respondents shall provide a Key Personnel profile – tabbed Exhibit D, for each key personnel to be assigned under the resulting contract. *Include all requested information for each key personnel.* Submit one Exhibit D (or reasonable facsimile) or resume - not to exceed 1 page per person for each key personnel. ***Failure to return this exhibit (or reasonable facsimile) may result in proposal being considered non-responsive.***

**Key Personnel:**

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Total Years Employed by Respondent: \_\_\_\_\_ Total Years Experience (in required service): \_\_\_\_\_

Qualifications and Experience: \_\_\_\_\_

Specific Education, Training, Certifications: \_\_\_\_\_

**Personnel - Reference 1:**

Company Name: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Service Period: \_\_\_\_\_

Roles and Responsibilities: \_\_\_\_\_

**Personnel - Reference 2:**

Company Name: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Service Period: \_\_\_\_\_

Roles and Responsibilities: \_\_\_\_\_

## EXHIBIT F – RESPONSE SUBMISSION CHECKLIST

The following checklist is provided for the convenience of Vendors in their response preparation process. It is not intended to represent an exhaustive list of the mandatory requirements for this RFP. Vendors must ensure that all mandatory requirements for this RFP are met, even if they are not included in this checklist. The mandatory documentation must be submitted with the original and each copy of the response.

A completed checklist shall not be binding on TPWD's administrative review for compliance with the mandatory response contents specified in this RFP. As step one of the evaluation process, TPWD will review all responses to ensure compliance with the mandatory response contents as specified in [Section II, Subsection 3.2](#) of the RFP and reject any response that does not comply.

**All responses must be received by TPWD on or before 2:00 p.m. (CT) on March 1, 2018. No late responses will be considered.**

Item	Check
Response addressed to: Attn: Karen Williams Purchasing & Contracting C-1 Texas Parks & Wildlife Department 4200 Smith School Road Austin, Texas 78744	
External packaging references " <b>RFP 802-18-41999</b> "	
Package contains one (1) signed original (clearly marked) of the complete response	
Package contains three (3) additional paper copies of the complete response	
Response cover references " <b>RFP 802-18-41999</b> " and includes the name and address of the responding Vendor	
<b>Mandatory Response Contents</b>	<b>Check</b>
<b>Exhibit A – Execution of Proposal</b>	
<b>Exhibit B – Technical Proposal</b>	
<b>Exhibit C – Company Profile</b>	
<b>Exhibit D – Key Personnel</b>	
<b>Exhibit E – Past Projects and Corresponding References</b>	
<b>Addenda - Acknowledge receipt of all addenda issued to this solicitation by returning a signed copy of each addendum (per Section II, Item 3.3.4)</b>	